



Report of "Hits"

Date: _____

Unit: _____

To: Deputy Assistant Secretary _____
Name

From: Unit Head _____
Name / Title

Attached please find the NCIC Criminal Record Check Request which resulted in a "hit" on the following person:

Name: _____

Purpose:

- ☐ Annual Review
 ☐ Pre-Employment
 ☐ Special Agent Status
 ☐ Contract Provider
☐ Intern
 ☐ Visitor
 ☐ Volunteer

Date Received by Appropriate DAS: _____

RECOMMENDED ACTION:

Below is a description of the action to be taken as a result of the "hit", effective _____.
Date

- ☐ Recommend Hire
 ☐ Recommend do NOT Hire
 ☐ Discuss w/Employee/Applicant
☐ LI - Pending Investigation/Suspend Duties (State Employees)
☐ Suspend or Reassign Duties (Intern / Contract Staff / Volunteers)
☐ Visitation Denied (Visitors)

Deputy Assistant Secretary

Date

Send copies to: Deputy Secretary
CQIS
Volunteer Services Coordinator, if applicable